

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Commercial Appraiser
Position Number: 58108308
Division: Property Assessment
Grade/Salary: 13 / \$13.43 – \$16.26 / hr DOQ or
*Training Assignment at 12 / \$12.30 - \$14.86 DOQ
Status: Permanent/Full-time
Location: Butte
Union: Yes
Supplement: No
Hiring Supervisor: Ty Typolt
Closing Date: November 27, 2006

Role Summary and Duties: Perform local residential and commercial quality control reviews and perform analysis of local land valuations. This involves assisting other appraisers in land model specification and calibration; sales comparison (market) model specification and calibration. Appraisers at this level discover, list, analyze and determine a final value using appropriate approaches to value on commercial property; as well as discover, list, and analyze commercial sales. Incumbents are also responsible for the gathering, input and analysis of income and expense data for valuation purposes.

Competencies: Demonstrated knowledge of appraisal principles, theory, and methodology for real and personal property valuation and assessment; building construction, equipment, and leases as required for classification; a full range of mathematical skills relative to appraisal assignments; mass appraisal; knowledge and effective application of federal/state statutes, Administrative Rules, and state policies and procedures; and fundamentals of land records. Demonstrated knowledge and ability in negotiation and conflict resolution techniques; analyze and understand financial and real estate market information relative to appraisal; to research, collect data, and prepare necessary reports; organization techniques; analytical skills; word processing, spreadsheet, database, and software applications/program; ability to provide timely and effective written, oral, and interpersonal communication; to think creatively and recommend innovative solutions; proactively focus efforts and energy on successfully attaining goals and objectives; assuming accountability for decisions, actions, and results; and following issues through to completion.

Education and Experience: The above competencies are typically acquired through high school graduation; a minimum of three years' experience in construction, real estate or closely related field; and state certification in residential, agricultural, and commercial appraisal.

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be used at one grade lower. The training assignment will typically be for one year or until the training assignment requirements have been met.

Special Information: Significant travel is required. A valid driver's license is required.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete**

applications will not be considered. This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____